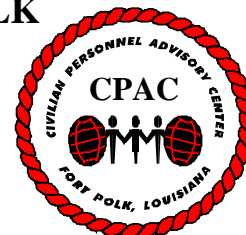




JOINT READINESS TRAINING CENTER AND FORT POLK CIVILIAN PERSONNEL ADVISORY CENTER FORT POLK, LOUISIANA 71459-5341

*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"*

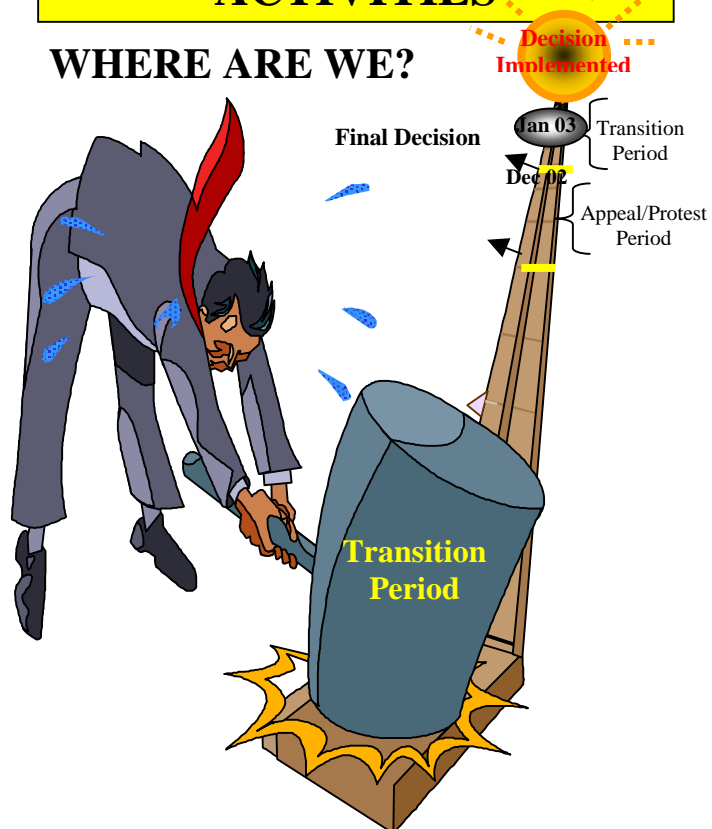


CPAC INFORMATION BULLETIN
NUMBER 59

April 2003

COMMERCIAL ACTIVITIES

WHERE ARE WE?



GARRISON COMMANDER'S COMMERCIAL ACTIVITIES UPDATE

As a part of my continuing effort to keep you informed, I would like to provide you an update on the status of the implementation of the Commercial Activities (CA) study. My purpose is to tell you where we are now and to advise

you of the road ahead. My goal is to eliminate rumors.

Last month we advised you, among other things, that the conduct of the RIF was on schedule and that RIF notices would be issued on 31 Mar 03. Moreover, we advised you of what to expect in the road ahead.

RIF notices were issued on schedule, on 31 Mar 03. The notices provided a wealth of information to affected employees, including where to obtain assistance and the availability of employee counseling services.

This month will be an extremely busy one for us. The focus will be on PPP registration, General RIF Counseling, individual RIF counseling, notifying AECOM of those entitled to the Right of First Refusal, providing Dislocated Worker Training and conducting a Job Fair, as we also continue to work to improve job offers.

Ms. Norma Cruze of the DoD, CARE Office, will be here to lead our PPP registration efforts. That effort will begin with a Workforce PPP Briefing on 1 Apr 03 and end with PPP registration for all affected employees during the period 2-4 Apr 03.

The CPAC will then provide General RIF Counseling to explain how the RIF process works. These briefings will be conducted on 15-17 Apr 03. This will be followed by individual counseling to see and entertain your questions regarding how the process impacted

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you commencing on 21 Apr 03 and continuing until all desirous of the counseling have been counseled.

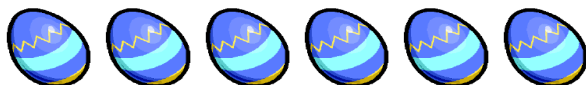
We have again partnered with the Louisiana State Department of Labor, Dislocated Worker Office to provide just-in-time training on the availability of dislocated worker benefits, resume writing and interview skills.

The CPAC will notify the Directorate of Contracting who in turn will notify AECOM of those employees entitled to the Right of First Refusal. Upon receipt of the notice, AECOM will commence preparing to interview and make job offers to those who submitted an application. Remember, even though you are entitled to the Right of First Refusal, you must still apply for a position with AECOM. Employees with the Right of First Refusal will be given 14 days from 1 Apr 03 to submit their application. Applications may be obtained from the CPAC and should be submitted to :

AECOM Government Services Inc.
P.O. Box 3934
Fort Polk, LA 71459

We will also conduct a Job Fair on 16 Apr 03, just for you. Some 40 plus employers are expected to be here. You need only bring your resume' and those freshly polished interview skills and two pieces of ID (one pictured), and hopefully you'll land that job you seek. You will be given 3 hours of excused absence to attend the fair at the Vernon Parish Fair Grounds, in Leesville.

As always, I am committed to providing you the information you need. I will report to you as developments occur.



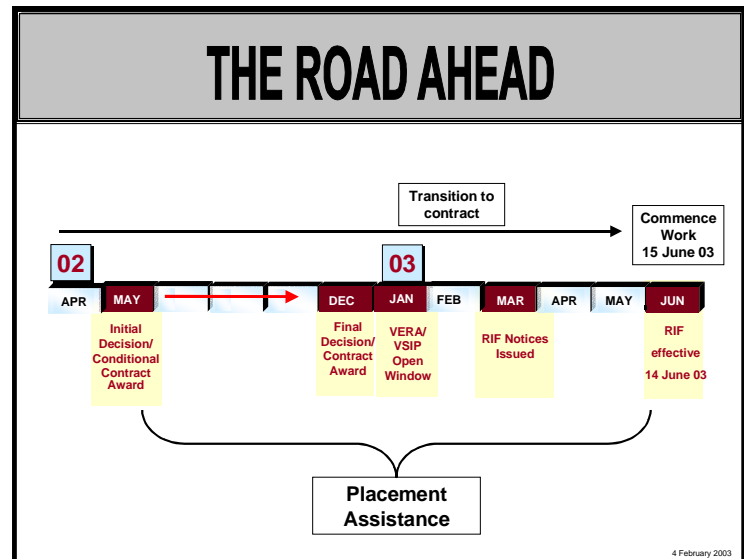
RUMOR BUSTER



The retirement effective date for those VSIP VERA and Optional

Retirements is 14 Jun 03, the effective date of the RIF and the day prior to the contract start date. That date was chosen to coincide with the Contract Start Date so that the Command would not incur the costs of having two workforces on the rolls at the same time.

The **BOTTOM LINE IS:** The contract start date drove the effective date of the RIF and the effective date of VSIP VERA and Optional Retirements.



DISLOCATED WORKER TRAINING

The CPAC has partnered with the Louisiana Dislocated Worker Training Office to bring training to assist employees as we transition the workforce. The "just-in-time" training, designed to enhance your skills, will be available at the ACAP Classroom, Bldg. 2115 here at Fort Polk.



Due to a lack of interest the schedule has been changed. The following is the revised schedule of courses:

DATE	COURSE
8 Apr 03	General Orientation
8 Apr 03	Resume' Writing

9 Apr 03

Interviewing Skills

In addition, our Louisiana Dislocated Worker partners will be conducting orientation and individual counseling sessions for permanent and temporary employees entitled unemployment compensation. These sessions are scheduled as follows:

4-6 Jun 03 Unemployment Compensation
for Temporary Employees

11-13 Jun 03 Unemployment Compensation
for Permanent Employees

We have solicited nominations for each of these classes. To date, those indicating interest have been few. The interest will determine the number of sessions. If you are interested in attending one of these sessions and have not registered, please notify your supervisor and contact Ms. Tami Culbreath at 531-1856. Those indicating interest are expected to attend.

FEDERAL EMPLOYEE HEALTH BENEFITS

COMBAT ZONES AND FEGLI

• **What Happens to My Life Insurance if I am sent to a "Combat Zone" in a Support Capacity?**

• **What Happens to My Life Insurance if I am Called-Up to Active Duty?**

• **What Happens to My Life Insurance if I leave My Federal Government Job to go Into the Military?**

• **What Happens to My Life Insurance When I Return to Active Federal Service?**

Q. What Happens to My Life Insurance if I am sent to a "Combat Zone" in a Support Capacity?

A. Being sent to a combat zone does NOT cancel FEGLI coverage. Civilian employees who are sent to a war zone or combat zone in a support capacity keep their FEGLI coverage, including Accidental Death & Dismemberment (AD&D) coverage. Being sent to a combat zone does not affect the amount of your FEGLI coverage.

If a Federal employee working in a war zone is killed, "regular" death benefits are payable to the employee's beneficiaries. Accidental death benefits are also payable under Basic insurance (and Option A, if the employee had that coverage) unless the employee was in actual combat (or unless nuclear weapons were being used) at the time of the injury that caused the employee's death. The Office of Federal Employees' Group Life Insurance (OFEGLI) decides whether to pay accidental death benefits only after thoroughly studying the facts and documentation surrounding an employee's death. The determination is made on a case by case basis. While we cannot say that in 100% of civilian deaths AD&D benefits will be payable, we can say that it is highly unlikely for a civilian to be in actual combat.

Accidental death benefits are in addition to regular death benefits. Even if accidental death benefits are not payable, regular death benefits ARE payable.

Q. What Happens to My Life Insurance if I am Called-Up to Active Duty?

A. If you are put in a nonpay status while on military duty, you can keep your Federal Employees' Group Life Insurance (FEGLI) coverage for up to 12 months. This coverage is free. Being called-up to active duty does not affect the amount of your FEGLI coverage. At the end of 12 months in nonpay status, the

coverage terminates. Employees get a free 31-day extension of coverage and have the right to convert to a nongroup policy.

Being called up to active duty status or being sent to a combat zone does NOT cancel FEGLI coverage. Nor does it automatically make an employee ineligible for accidental death and dismemberment (AD&D) coverage. All FEGLI coverage remains in effect for the period of time described above. If a Federal employee with FEGLI is called-up to active military duty and is killed, "regular" death benefits are payable to the employee's beneficiaries. Accidental death benefits are also payable under Basic insurance (and Option A, if the employee had that coverage) unless the employee was in actual combat (or unless nuclear weapons were being used) at the time of the injury that caused the employee's death.

Accidental death benefits are in addition to regular death benefits. Even if accidental death benefits are not payable, regular death benefits ARE payable.

Q. What Happens to My Life Insurance if I leave My Federal Government Job to go Into the Military?

A. If you separate from service to enter the military, you are considered to be in a nonpay status for FEGLI Purposes. As long as you have reemployment rights under USERRA, you can keep your FEGLI coverage for up to 12 months, or until 90 days after your military service ends, whichever date comes first. This coverage is free. At the end of 12 months (or 90 days after the military service ends), the coverage terminates. You also get the 31-day extension of coverage and the right to convert.

If a FEGLI enrollee is in a war zone and is killed, "regular" death benefits are payable to the employee's beneficiaries. Accidental death benefits are also payable under Basic insurance (and Option A, if the employee had that coverage) unless the employee was in actual

combat (or unless nuclear weapons were being used) at the time of the injury that caused the employee's death. The Office of Federal Employees' Group Life Insurance (OFEGLI) decides whether to pay accidental death benefits only after thoroughly studying the facts and documentation surrounding an employee's death. The determination is made on a case by case basis. While we cannot say that in 100% of civilian deaths AD&D benefits will be payable, we can say that it is highly unlikely for a civilian to be in actual combat.

Accidental death benefits are in addition to regular death benefits. Even if accidental death benefits are not payable, regular death benefits ARE payable.

At the end of 12 months, or 90 days after your military service ends, whichever date comes first your former agency must complete an Agency Certification of Insurance Status (SF 2821) and a Notice of Conversion Privilege (SF 2819). If a claim needs to be filed while you are still covered under FEGLI, you or your survivors should contact your former employing agency.

Q. What Happens to My Life Insurance When I Return to Active Federal Service?

A. When an employee who has been on military duty returns to active Federal service, he or she gets back whatever type(s) of life insurance he or she had before going into nonpay status (as long as the position is not excluded from coverage). The employee does not get an opportunity to elect more coverage unless he or she has been separated from service for at least 180 days.





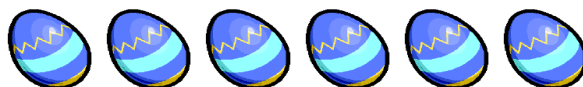
AECOM APPLICATIONS FOR EMPLOYMENT

Applications for employment for AECOM Government Services, Inc. can be picked up at Building 2502 (corner of 23rd and Alabama) or at the Leesville office at 11810 Lake Charles Highway, Suite 3 (next to Catfish Junction).

Current government employees who have approved retirement and are interested in working for the contractor following their retirement need to complete an AECOM application for employment. Interviews have already begun for applications received and will continue.

Interviews for government employees who have a right of first refusal as a result of the RIF were held 1-18 April. AECOM applications for employment for those government employees with a right of first refusal had to be submitted not later than 14 April.

Interviews for all other personnel will resume again following the completion of interviews for those individuals having right of first refusal. Letters of intent to hire were issued beginning 1 April for right of first refusal applicants and 15 April for all other applicants. It is AECOM's goal to have letters of intent to hire issued and signed by 1 May for all positions. This information is being briefed during the employee orientation briefings. Questions can be asked during the briefing sessions or by calling the AECOM HR Office at 392-8211 or 531-7161/7297.



AECOM Fort Polk Office

The Project Management Office for AECOM Government Services, Inc. (The Base Support

Contractor) has been opened on Fort Polk. Building 2502 on the corner of 23rd and Alabama (at the south end of the one-way street) will house the Personnel Section, Pay and Accounting Sections, and the Project Manager and Business Office Manager. Building 2531 will house the Property Management Section, Procurement, Quality Control, and the Safety & Environmental Offices for AECOM Government Services, Inc. The HR Office can be reached by calling 531-7161 or 531-7297. Applications for employment can be picked up from 0730-1630, Monday-Friday.

AECOM will continue to keep their Leesville office open through 1 June Monday-Friday, 0800-1700. Applications for employment can be picked up and dropped off at either location. The Leesville office can be reached by calling 392-8211.



TSP RATES OF RETURN

Rates of Return were updated on February 4, 2003.

	G Fund	F Fund	C Fund	S Fund	I Fund
March 2003	0.33%	(0.05%)	0.97%	1.52%	(1.90%)
Last 12 Months*	4.69%	11.79%	(24.71%)	(22.38%)	(23.51%)
(4/1/02 - 3/31/03)					

* The G, F, C, S, and I Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month, and assume earnings are compounded on a monthly basis.

The monthly G, F, C, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the 4th business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.



Thrift Savings Plan Open Season

The next Thrift Savings Plan (TSP) open season begins April 15 and ends June 30, 2003. (This is a change from previous spring/summer open season dates). During the open season, eligible civilian employees may begin contributing to the TSP or change the amount of current contributions to the TSP. Employees covered by FERS may elect to contribute up to 13% and CSRS covered employees may elect to contribute up to 8% of basic pay. All civilian TSP open season elections and changes must be transacted through the Army Benefits Center - Civilian via the Interactive Voice Response System at 1-877-276-9287 or the Employee Benefits Information System at <https://www.abc.army.mil>, select "Benefits Change". Employees may also view their most recent TSP contribution election via these systems. Employees may only make contribution allocations (designate which of the five TSP investment funds money should be placed in) or interfund transfers (change the investment of money already in the TSP account) through the TSP web site at www.tsp.gov, select "Account Access" or by calling the ThriftLine at 504-255-8777. More information about the TSP may be found in the booklet, "Summary of the Thrift Savings Plan for Federal Employees" available on the TSP web site by selecting "Forms and Publications" under the "Civilian" column. The Federal Retirement Thrift Investment Board's record keeper, the National Finance Center, will issue TSP participant statements in late May. The participant statements will contain cumulative account information as of April 30, 2003 and detailed account activity for the period from November 1, 2002 through April 30, 2003. The newsletter TSP Highlights will be mailed with each participant statement. TSP Catch Up Contribution elections cannot be accepted during this open season. (Army Benefits Center

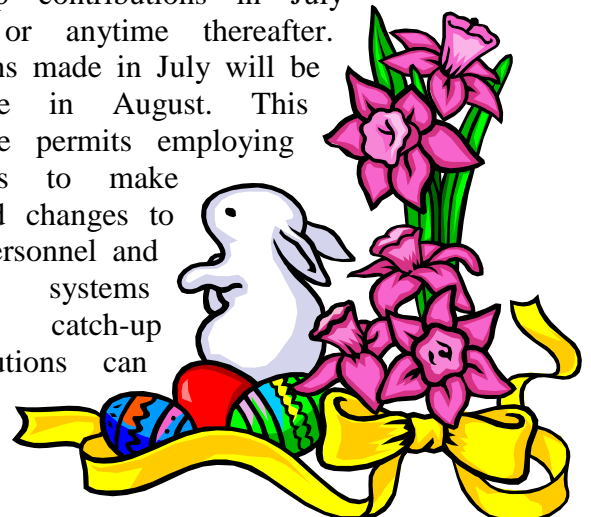
- Civilian (ABC-C) 1-877-276-9287). To make a TSP open season change, employees may access the Employee Benefits Information System (EBIS) through the web from the ABC-C home page at <https://www.abc.army.mil> or the Interactive Voice Response System (IVRS) by calling the toll-free number, 1-877-276-9287 or 1-877-276-9833 for Hearing Impaired. If you do not wish to make an open season change, no action is required. **All TSP open season transactions must be completed by 30 Jun 2003.**

REMINDER!!!!

Reminder to TSP participants: If your address has changed, contact your Civilian Personnel Advisory Center (CPAC) immediately to correct your TSP account records.

NOTICE

TSP Catch-up contributions - The President signed legislation (P.L. 107-304) on November 27, 2002, authorizing a program of "catch-up" contributions for TSP participants age 50 and over who are already contributing the maximum they can to the TSP without exceeding the \$12,000 IRS limit. The maximum allowable amount for catch-up contributions for 2003 is \$2,000. Eligible participants will be able to elect catch-up contributions in July 2003, or anytime thereafter. Elections made in July will be effective in August. This schedule permits employing agencies to make required changes to their personnel and payroll systems before catch-up contributions can go into effect.



CIVILIAN PAY CORNER

UPDATE ON THE 1% RETROACTIVE PAY ADJUSTMENT

Without a doubt, everyone is anxious to receive the retroactive pay adjustment, but before it can be paid there are a several steps that must be taken. First, the Civilian Personnel Operating Centers (CPOCs) must process a retroactive transaction to flow the new salary as of January 12, 2003 via the payroll interface to the Defense Civilian Pay System (DCPS). Second, all intervening pay related transactions effected since January 12th must be corrected and updated in DCPS. The number of corrective transactions will vary for each employee. Finally, upon receipt of the corrective transactions, the Defense Finance and Accounting Service (DFAS) will make the retroactive payments.

Due to volume and processes involved in completing the retroactive pay adjustment and the intervening transactions, it may take several pay periods for the CPOCs to complete the total process. Some employees will get an initial increase on one paycheck and an additional increase on later paychecks. This is part of the normal process involved in executing retroactive personnel actions.

Employees should refrain from contacting Customer Service, Civilian Personnel Advisory Center (CPAC), and CPOC representatives on matters relating to the processing or receipt of retroactive payments until June 27, 2003.

After June 27th, employees should contact his/her customer service representative to determine what action, if any, is necessary.

(Pat Nabinett/(703) 325-9886 or DSN 221;
Patricia.Nabinett@asamra.hoffman.army.mil).

MEDICAL SENSE

APRIL is National STD Awareness Month

By: Charlotte Mitchell, CHN, Dept. of Preventive Medicine

Americans of every age, race, religious and cultural background and socioeconomic status are infected by sexually transmitted diseases (STDs). There are approximately 15.3 million cases of STDs diagnosed every year in the United States. Many STDs do not have symptoms and millions of Americans don't know that they are infected. Left untreated, STDs can spread quickly and can cause serious health problems, including chronic pain, cancer, and infertility.

STDs are epidemic in this country. One in five people in the United States has an STD. Two-thirds of all STDs occur in people 25 years of age or younger, with one in four new STD infections occurring in teenagers. At least one in four Americans will contract a STD at some point in their lives, but less than half of adults ages 18-44 have ever been tested for a STD other than HIV/AIDS. Introduction to Sexually Transmitted Diseases (STDs)

AIDS and HIV - Human Immunodeficiency Virus or HIV, is a virus that attacks the immune system resulting in Acquired Immunodeficiency Syndrome, or AIDS.

Chancroid - A treatable bacterial infection that causes painful sores.

Chlamydia - A treatable bacterial infection that can scar the fallopian tubes affecting a woman's ability to have children.

Crabs - Also known as pediculosis pubis, crabs are parasites or bugs that live on the pubic hair in the genital area.

Gonorrhea - A treatable bacterial infection of the penis, vagina or anus that causes pain, or

burning feeling as well as a pus-like discharge. Also known as "the clap".

Hepatitis - A disease that affects the liver. There are more than four types. A and B are the most common.

Herpes - Genital herpes is a recurrent skin condition that can cause skin irritations in the genital region (anus, vagina, and penis).

Human Papillomavirus /Genital Warts - Human papillomavirus (HPV) is a virus that affects the skin in the genital area, as well as a female's cervix. Depending on the type of HPV involved, symptoms can be in the form of wart-like growths, or abnormal cell changes.

Molluscum Contagiosum - Molluscum Contagiosum is a skin disease that is caused by a virus, usually causing lesions or bumps.

Nongonococcal Urethritis (NGU) - Nongonococcal urethritis (or NGU) is a treatable bacterial infection of the urethra (the tube within the penis) often times associated with chlamydia.

Pelvic Inflammatory Disease - An infection of the female reproductive organs caused by chlamydia, gonorrhea or other bacteria. Also known as PID.

Scabies - Scabies is a treatable skin disease that is caused by a parasite.

Syphilis - A treatable bacterial infection that can spread throughout the body and affect the heart, brain, nerves. Also known as "syph".

Vaginitis - Caused by different germs including yeast and trichomoniasis, vaginitis is an infection of the vagina resulting in itching, burning, vaginal discharge and an odd odor.

www.ashastd.org/stdfaqs/index.html

Louisiana has among the highest rates in the nation of STDs, such as Syphilis and Gonorrhea. STD and AIDS are closely correlated. A rise in STD rates is usually followed by a rise in HIV rates. Anyone can become infected with a STD through contact with an infected partner. No one is immune. If you have reason to suspect a STD infection, contact your physician or Health Care Provider for diagnosis and treatment.

STD counseling and follow-up are offered to active-duty service members, family members, retirees and their family members at the Department of Preventive Medicine (DPM), Bldg.3504. Please Contact DPM for further information or assistance on this topic. (337-531-0261/7961)

FORT POLK LEAVE DONOR PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 413. Who is in need:



Bobbie Vaziri	CPAC
Cal Ray Booker	DOL
Carla S. Frazier	MEDDAC
Dallas D. Speight	MEDDAC
Joseph M. Wiggins	DOL
Judy Mafnas	DRM
Larry P. Johnson	DPW

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. misty.adler@polk.army.mil

2. Call 531-1840

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center